(*g*).—Refer to Book No. II and with the aid of the Refund Register ascertain whether steps have been taken in due time to refund fees paid on deeds which have been finally refused for registration.

(*h*).—Compare the daily totals appearing in the Cash Book with the corresponding entries in the Day Book for one month.

(*i*).—Compare the fees levied in twenty cases as per the entries appearing in the Register Book, Receipt Book and Day Book.

(*j*).—See that the office seal is clear, and that the impressions thereof on any deed which may be in hand are fairly legible, and that deeds drawn up on more than one piece of paper are sealed across the joints in accordance with standing orders.

An Assistant Collector having visited a Sub-Registry Office for inspection purposes as above, will submit a brief report in his own handwriting on the results of his inspection to the Collector and Registrar of the District, and the latter shall forward such report to the Inspector General of Registration for perusal should it appear to such Collector and Registrar that the report contains anything which it is desirable to bring to the notice of the Inspector General.

*List of Books and Forms to be scrutinized at the examination of a Sub-Registry Office by an Assistant Collector.*

*Books.*

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| Book No. I. | Day Book. |
| Book No. I, Part I. | Minute Book. |
| Book No. I, Part II. | Cash Book. |
| Book No. I, Part III. | Batta Book. |
| Book No. II. | Miscellaneous Receipt Book. |
| Book No. III. | Receipt Book. |
| Book No. IV. | Notice Book. |

*Forms.*

| | |
|---|---|
| List of Documents destroyed. | Form of account of postal expenditure. |
| Register of Refunds. | Register of Court-fee Stamps. |

(G. R. No. 1800, dated 24th March 1887.)

## VIII.—INSPECTORS.

**1.** The Inspector General of Registration and Stamps may grant leave to Inspectors of Registration and Stamps, and he should sign all notifications regarding their leave and appointments. They are to be considered ministerial officers, though their appointments are gazetted. (G. Rs. Nos. 6088, dated 25th October 1876, 6952, dated 27th November 1876, and 2712, dated 29th March 1884.)

**2.** The power to make appointments of Inspectors of Registration is vested by Section 8 of the Indian Registration Act, 1877, in the Governor in Council, and it was not intended by Government Resolution



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No. 2712, dated 29th March 1884, to confer that power on the Inspector General. (G. Rs. Nos. 2162, dated 13th April 1881, and 4736, dated 3rd July 1889.)

3. In the event of an Inspector going on casual leave, the officer to whom he may hand over his office should not undertake any ordinary inspection duties. (G. R. No. 4145, dated 21st July 1873.)

4. It will be in the power of the Inspector General to withhold the whole or any portion of the travelling allowance of the Inspectors if on a perusal of the monthly diaries he considers an Inspector has not been sufficiently active in his movements.

The movements of the Inspectors during the monsoon may be regulated by the Inspector General, the wish of Government that during the monsoon months the Inspectors should divide their time between the different head-quarters of the districts comprising their charges being, as far as is consistent with the proper working of the Department, adhered to (G. Rs. Nos. 2565, dated 5th May, and 4390, dated 31st July 1873.)

5. The Inspectors will have it in their power to collate and place before Government, in a shape that will admit of its utilization, a great deal of interesting and useful statistical information, and the opportunity of so doing afforded by the periodical examinations of the Registry Offices should not be lost sight of. It is especially desirable that all information relating to the selling price of land should be carefully compiled and communicated to the Survey Commissioner. (G. R. No. 2565, dated 5th May 1873.)

6. Officers in the Registration Department belong to a branch of the Revenue Department. The Inspector General of Registration and Stamps has, therefore, power under clause 15 of Rule 1 of the rules under the Arms Act to permit at his discretion Inspectors of Registration and Stamps and other officers under him who are required to travel about "in frontier or wild districts" to carry arms. (G. R. No 8349, dated 14th November 1883.)

## IX.—EXAMINATIONS.

1. No officer is to enter the Registration Department except under the general educational test.

The rules for the examination of subordinate establishments of Government in the Revenue, Magisterial and Police Departments are also to be applicable to the Registration Department, as regards the Committee before whom the examination is to be held, the time at which it is to be held, and the penalties for not passing.

In respect to the subject of examination, the Inspector General of Registration will prepare a set of twelve questions, and forward them in a sealed cover to the President of the Committee. Four hours will be allowed in which to answer them; the